



# City Manager Report

September 2020

# *CITY MANAGER REPORT*

## *CITY OF KINGMAN - September 2020*

The information included in this issue reflects August 2020 submissions. Finance and Municipal Court data reported is for the time period detailed on their individual reports.



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## CITY MANAGER REPORT

### CITY OF KINGMAN AUGUST 2020

### ECONOMIC DEVELOPMENT DEPARTMENT

#### ECONOMIC DEVELOPMENT

Airport staff reported that the City has received notice of the award of a portion of the grant funds for the airport runway project. All together the grants will total over \$3 million dollars. Staff continues to talk with Jet Yard group regarding additional storage of airplanes at the airport.

ED staff has received feedback from 13 companies for the Industrial Park for the business wage survey. This will assist with business inquiries that are interested in doing business at the Park. Bennett and Gary had a conference call with Patriot Rail regarding future, potential locations for expanding rail infrastructure at the Industrial Park.

ED staff met virtually with Local First AZ and Mohave Community College regarding the Talent Pipeline Management (TPM) program and how it can be used as part of the City of Kingman's Economic Sector Strategy 12 and the Mohave Community College Manufacturing Center's future.

ED staff has forwarded two more applicants to the architect for consultation related to the Façade Improvement and Parklet/Pedlet Programs. In addition, staff is working on the Shop Local programs and other incentive possibilities.

ED staff continues to work with retail and aviation marketing consultants for better promotion of the Kingman area.

**Tourism's social media presence continues to grow with over 700 followers on Instagram and over 11 thousand on Facebook. Posts on Facebook were over 1.5 thousand in August!**

Tourism staff was interviewed on the American Road Trip Talk podcast and a video in the Discover Kingman series was released.

#### Additional Activities and Meetings by Economic Development Staff in August

- ♦ Mr. Kellogg and ED staff attended an Airport Advisory Commission Meeting virtually on 8/17/2020.
- ♦ Mr. Kellogg, ED staff met regarding the continued landscape clean up of the entry way to the Airport.
- ♦ **Mr. Kellogg and staff met regarding Mr. Johnston's update on the Airport Terminal Landscape project.**
- ♦ Mr. Kellogg met with Lisa Krueger with the Lake Havasu City Chamber to discuss what shopping local programs could be used in Kingman.
- ♦ Mr. Kellogg and staff met with the FAA regarding moving forward with the 1800 acre land release.
- ♦ Mr. Kellogg met via Zoom regarding user training for PMH Insights.com.
- ♦ Economic Development Team met with Glenn Wike from AZ Community Foundation via Zoom regarding small business financial assistance programs.
- ♦ Economic Development team held a meeting regarding plans for the Hotel Brunswick façade improvement.
- ♦ Economic Development team met with Kingman Main Street team via Zoom regarding the promoting of downtown Kingman.

## Economic Development Public Meetings in August

Airport Advisory Commission Meeting 8/17/2020

**CITY OF KINGMAN**  
**ENGINEERING DEPARTMENT**  
**MONTHLY REPORT FOR**  
**AUGUST 2020**

The Engineering staff responded to **160** requests for Information on the availability of water and/or sewer to specific properties and the existence of paybacks and assessments relative to those properties.

**ENG20-0047** A Construction Authorization was issued for approximately 47 linear feet of 8-inch PVC SDR-35 sewer line extension with (1) 8" diameter clean out for service located at

**RIGHT OF WAY ACTIVITIES**

111	Information Requests responded same day received
49	Information Request responded in 1 days
0	Information Request responded in 2 –3 days
0	Information Request responded over 3 days
10	Sewer Availability Letters
65	Permits to work in Public Right-of-way
40	Sewer Connection Permits Inside City Limits (0 due to Failed septic)
15	Sewer Connection Permits Outside City Limits (0 due to Failed septic)
3	Sewer Taps
19	Utility Permits for water meters in the County
47	Utility Permits for water meters in the City

**MEETINGS**

Aug. 4	ENG19-0074 Pre-construction meeting (on-site) Cerbat Vista 3067-D
Aug. 6	Engineering Team meeting
Aug. 11	<b>ENG19-0057</b> Diagonal Wash Project status meeting
Aug. 12	<b>ENG18-0054</b> Jagerson Sewer upgrade status meeting
Aug. 13	Local Limits discussion
Aug. 13	Kingman Crossing curb compaction requirements
Aug. 20	Traffic Safety Committee meeting
Aug. 26	<b>ENG20-0013</b> High Desert Estates Review project plans submitted
Aug. 27	Municipal Utility Commission meeting

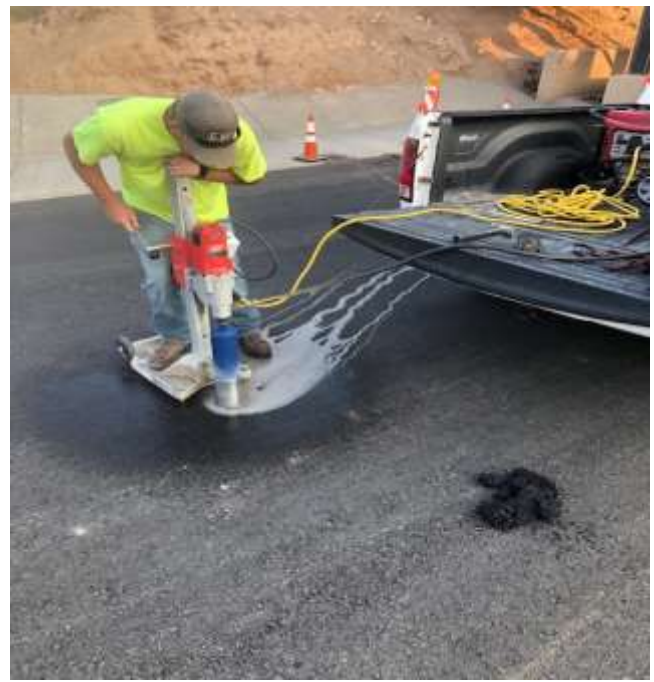
<b>CAPITAL EXPENDITURES</b>		
<b>CONTRACTOR</b>	<b>PROJECT</b>	<b>AMOUNT</b>
AECOM	ENG18-0052	\$25,053.50
AECOM	ENG18-0051	\$3,456.00
JE Fuller/Hydrology	ENG19-066	\$2,580.00
Matrix Design Group	ENG17-0035	\$7,298.00
Sunrise Engineering	ENG19-0057	\$19,011.37
Sunrise Engineering	ENG19-0058	\$5,625.00
<b>Capital Expenditures processed during the month August</b>		<b>\$63,023.87</b>

<b>CONSTRUCTION ACTIVITIES UPDATE</b>		
<b>PROJECT</b>	<b>PURPOSE</b>	<b>STATUS</b>
<b>ENG15-0048 &amp; ENG16-0031</b>	This project will widen and improve Eastern Street between Pasadena Avenue and Airway Avenue.	The design plans are complete. There is need for right of way acquisition for the project
<b>ENG16-0021</b>	Eighth Street underpass drainage improvements	Complete

DESIGN ACTIVITIES			
PROJECT	PURPOSE	CONSULTANT	STATUS
<b>ENG16-0025</b>	This project includes the design of Kingman Crossing Boulevard between Southern Avenue and Interstate 40.	AECOM Technical Services for the preparation of project plans and specifications	Project is expected to be complete by December 2020
<b>ENG17-0035</b>	This project is for Program manager services for the I-11 East Kingman Connection project.	Matrix Design Group	The City is proceeding with acquisition of right of way for the project.
<b>ENG18-0051</b>	Airway Avenue Design and Construction between Sunbelt Park and Rancho Santa Fe Parkway	AECOM	30%
<b>ENG18-0052</b>	Rancho Santa Fe Parkway Design update	AECOM	95%
<b>ENG18-0080</b>	Airway—Vista Bella Drainage	Dibble Engineering	95%
<b>ENG19-0057</b>	Diagonal Wash Trunk Sewer	Sunrise Engineering	100%
<b>ENG19-0058</b>	Main Tanks Transmission Main, Phase 2	Sunrise Engineering	60%
<b>ENG19-0066</b>	Kingman Area Master Drainage Report	J.E. Fuller	Complete



**CONSTRUCTION PHOTOS**



**Quality Assurance Program for testing material used on construction projects  
to insure product meets MAG standards**



## City Attorney—Carl Cooper

The City Attorney's office oversees victim notification and advocacy for victims rights in criminal cases. Also they provide legal advice and contract review for City departments, drafting and review of City ordinances and codes and prosecution of misdemeanor crimes within the City of Kingman including domestic violence and drunk driving offenses.

To your right is a side-by-side collective comparison of criminal activity between 2019 and 2020.

	August, 2019	August, 2020
Domestic Violence	17	16
DUI	14	5
Theft/Shoplifting	28	20
Criminal Traffic (non DUI)	12	4
Code Enforcement	8	5
Miscellaneous Misdemeanors	61	39
<b>Total Charges</b>	<b>140</b>	<b>89</b>
Number of Files Opened	94	57
Pretrial Conferences	102	107
Change of Pleas	82	75
Status Hearings	13	9
Trials	12	3
Other Court Events	254	176

## City Clerk—Annie Meredith

During the month of November the Clerk's Office assembled City Council agendas and packets for two regular meetings. Minutes were taken and transcribed for meetings held.

All City Council meeting agendas, agenda packets and minutes as well as agendas and minutes for all City of Kingman boards, commissions and subcommittees are available on the City website [www.cityofkingman.gov](http://www.cityofkingman.gov).

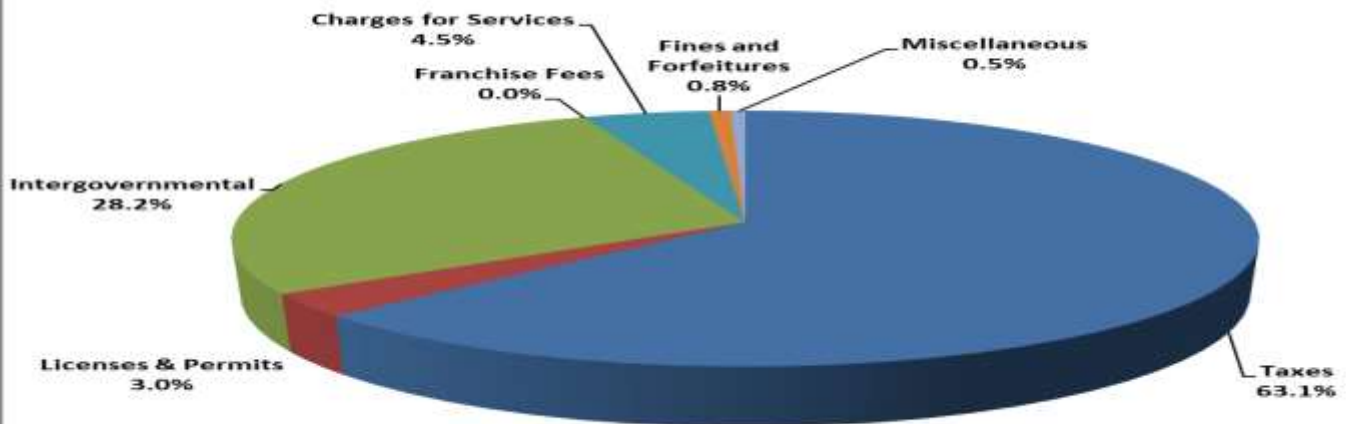


## Finance—Tina Moline

**REVENUE BY SOURCE — AUGUST 2020**  
**GENERAL FUND**

Description	Original Budget	Revenues This Period	Revenues Year-to-Date	Percentage Collected
Taxes	17,060,111	1,931,522	3,923,603	23.00%
Licenses & Permits	700,979	96,750	184,816	26.37%
Intergovernmental	8,557,722	872,769	1,751,308	20.46%
Franchise Fees	684,737	0	0	0.00%
Charges for Services	1,246,640	137,446	279,541	22.42%
Fines and Forfeitures	285,526	22,620	48,456	16.97%
Miscellaneous	214,296	26,762	32,137	15.00%
<b>Total Revenues General Fund</b>	<b>28,750,011</b>	<b>2,087,869</b>	<b>6,210,861</b>	<b>21.62%</b>

**General Fund Revenue  
Fiscal Year to Date 2021**



**Revenue FY21  
Budget to Actual Comparison**



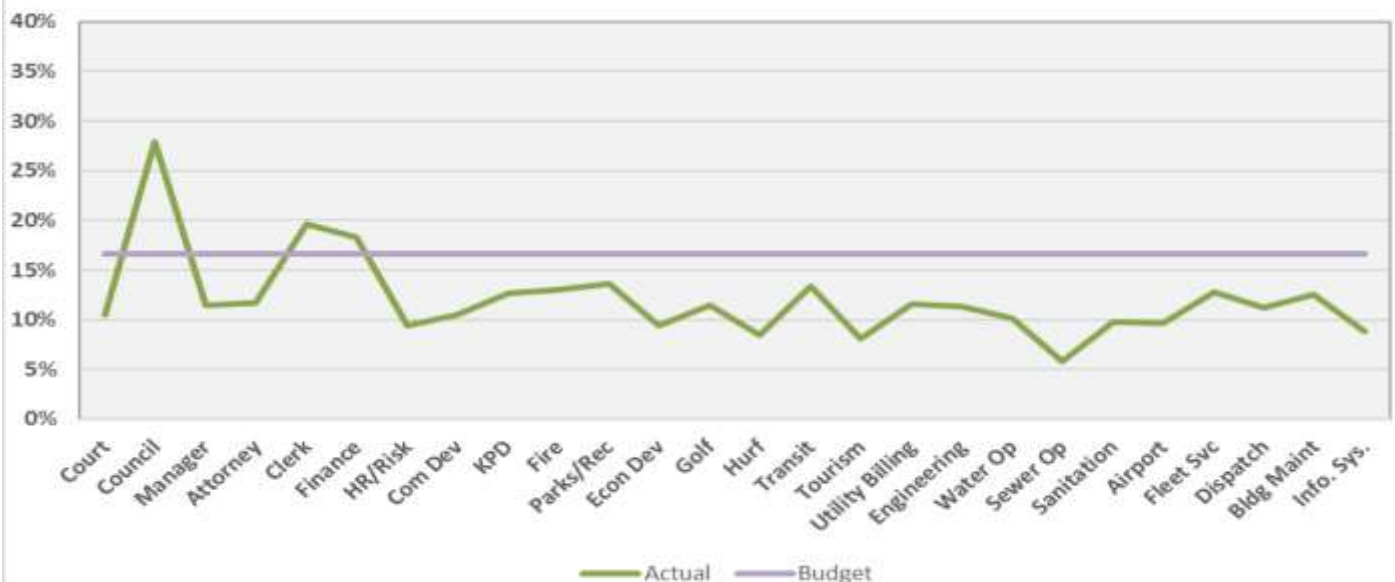
## EXPENDITURES BY DEPARTMENT — AUGUST 2020

## GENERAL FUND

Description	Revised Budget	Expenditures This Period	Expenditures Year-to-Date	Budget Availability	Available Percentage
Court	1,344,549	63,154	140,349	1,204,200	89.56%
City Council	233,823	16,601	65,348	168,475	72.05%
Manager	423,845	27,518	48,422	375,423	88.58%
Attorney	946,715	64,971	111,151	835,564	88.26%
City Clerk	300,420	31,031	59,072	241,348	80.34%
Finance	1,176,037	71,754	214,509	961,528	81.76%
Human Resource/Risk Mgmt	801,509	46,077	75,268	726,241	90.61%
Community Development*	1,410,866	88,448	148,641	1,262,225	89.46%
Police Department	10,970,771	718,841	1,384,112	9,586,659	87.38%
Fire Department	7,599,922	581,603	985,321	6,614,601	87.04%
Parks & Recreation	4,367,122	319,001	565,645	3,801,477	87.05%
Economic Development	803,486	41,340	75,359	728,127	90.62%
<b>Total Exp General Fund</b>	<b>30,379,065</b>	<b>2,070,338</b>	<b>3,873,198</b>	<b>26,505,867</b>	<b>87.25%</b>

\*Planning & Zoning and Building & Life Safety departments merged into a new Community Development department in January 2020.

**Kingman, Arizona**  
**Budget to Actual Expenditures**  
**Fiscal Year 2021**



## REVENUE BY SOURCE — AUGUST 2020

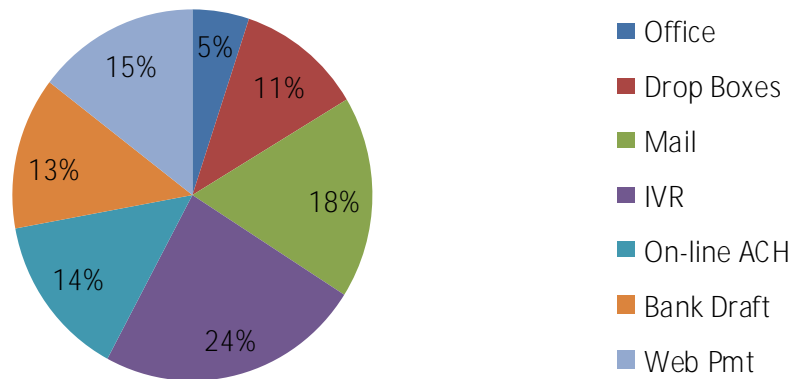
REVENUE SOURCE		7/1/16 thru 8/31/2016	7/1/17 thru 8/31/2017	7/1/18 thru 8/31/2018	7/1/19 thru 8/31/2019	7/1/20 thru 8/31/2020	Percent Change FY20-FY21	Fiscal 2021 BUDGET	FY21 Percent of BUDGET
GENERAL FUND (101)									
Local	Sales Tax	2,701,430	2,947,659	3,133,343	3,080,815	3,844,791	24.80%	16,551,310	23.23%
	Room Tax	88,633	98,687	112,462	113,881	78,812	-30.79%	508,801	15.49%
State	Sales Tax	429,170	453,623	468,942	500,676	559,611	11.77%	2,651,022	21.11%
	Income Tax	589,906	599,253	594,823	653,340	738,698	13.06%	4,402,833	16.78%
	Auto Lieu Tax	281,720	295,877	340,910	347,571	452,999	30.33%	1,503,867	30.12%
Other	Building Permits	99,313	144,322	99,444	124,345	165,671	33.24%	579,668	28.58%
HURF FUND (201)	Rest/Bar Tax	147,777	139,028	143,327	155,514	154,355	-0.75%	820,894	18.80%
	Highway User Fuel Tax	454,767	461,350	492,516	718,912	580,569	-19.24%	2,676,885	21.69%
POWERHOUSE TOURISM FUND (215)		24,548	28,921	48,601	52,744	15,218	-71.15%	236,953	6.42%
PAVEMENT PRESERVATION FUND (316)		-	-	552,713	2,735	1,088	-60.23%	0	0.00%
I-11 E KGMN CONN FUND (317)		-	-	552,713	2,735	1,088	-60.23%	0	0.00%
WATER FUND (501)		1,478,759	1,526,064	1,586,880	1,483,310	1,515,472	2.17%	6,888,218	22.00%
WATER CAPITAL RENEWAL FUND (510)		144,140	147,154	150,774	153,893	157,566	2.39%	903,674	17.44%
WASTEWATER FUND (521)		1,532,229	1,520,838	1,596,182	1,607,767	1,633,673	1.61%	8,421,273	19.40%
WASTEWATER CAPITAL RENEWAL FUND (530)		19,147	20,206	20,987	21,612	22,501	4.11%	127,629	17.63%
SANITATION FUND (541)		582,774	588,845	605,801	619,548	635,670	2.60%	4,664,085	13.63%
AIRPORT (591)		-	-	215,596	204,743	212,070	3.58%	1,592,770	13.31%

## Finance—Tina Moline

### City of Kingman – Utility Billing & Licensing Division

The Utility Billing and Licensing Division launched a utility billing online payment portal in November 2018. This portal accepts one-time and recurring credit card and electronic checks as payment methods. It also allows customers to view their utility bills online. In addition to launching an online payment portal, customers now have the option to receive their bills electronically through email. This service can be activated through the online payment portal, <https://selfservice.cityofkingman.gov>, or by contacting a customer service representative. Customers will notice a redesigned utility bill which provides more details about their charges. Beginning January 6th, 2020, Utility Billing and the rest of the City Complex office hours will be Monday-Thursday, 7am to 6pm, and closed Fridays. Customers have been notified of the upcoming change via billing inserts, flyers, a press release, the City website, Facebook, and signage at the City complex. The extended hours are an effort to better serve our customers.

#### Bill Payment by Location



#### CUSTOMER SERVICE STATISTICAL SUMMARY— Aug 2020

	Mar-20	Apr-20	May-20	June-20	July-20	Aug-20
Phone Calls Answered	2,183	2,367	1,937	2,109	1,994	1,789
IVR - Payments	5,850	5,071	5,285	5,725	4,595	5,180
E-Mail Bill Delivery*	1,047	1,188	1,284	1,393	1,478	1,562
Web Payments	3,243	2,775	2,733	3,307	2,422	3,177
Water Service Orders	1,231	936	1,076	1,385	1,280	1,089
Sanitation Service Orders	412	317	372	560	584	472
Sewer Service Orders	1	4	2	0	0	0
Number of Total Payments Processed	24,267	20,291	19,208	22,694	17,637	21,765
Number of Sanitation Customers	12,498	12,532	12,526	12,611	12,650	12,664
Number of Sewer Customers	11,133	11,158	11,162	11,270	11,292	11,350
Number of Water Customers	20,591	20,596	20,610	20,791	20,863	20,917



LICENSING STATISTICAL SUMMARY— Aug 2020	
New Business Licenses Issued	42
License Renewals Generated (Business & Animal	211

#### Payment Options Available:

##### Mail or Drop Box

Please write account number on Check or Money Orders and include the payment coupon from the top of the bill. Make payable to the City of Kingman.

Courtesy Drop Box locations are:

City of Kingman - 310 N 4th Street

Unisource - 2498 Airway Avenue

##### Credit Cards—One Time

The City of Kingman accepts Visa, Master Card, Discover and American Express. Payment by credit card can be made by IVR (Automated pay-by-phone system), CSS (Online payment portal), or in the office.

##### Credit Cards—Reoccurring

Customers may enroll in automatic credit card payments through their Customer Self Service (CSS) account.

##### Bank Drafting – Automatic Bank Drafting

Once you have established bank drafting you will continue to receive your bill in the mail, but it will be paid automatically on the date listed on your statement from your bank account. Please contact our office to setup automatic bank drafting. Forms can also be found on our website at: [http://www.cityofkingman.gov/pages/depts/finance/ub\\_forms.asp](http://www.cityofkingman.gov/pages/depts/finance/ub_forms.asp)

\*E-Mail Bill Delivery data collection beginning Nov-19 to current based on active customers only



# Kingman FIRE DEPARTMENT

## City Manager Report August 2020



### OPERATIONS

#### INCIDENT BREAKDOWN

Incident Type	2020	2019	% of Chg	2020 YTD	2019 YTD	% of Chg
<b>Total FIRE Incidents</b>	<b>113</b>	<b>81</b>	<b>↑ 28%</b>	<b>780</b>	<b>733</b>	<b>↑ 6%</b>
EMS Response	681	527	↑ 23%	4594	4384	↑ 5%
Residential Structure Fires	11	2	↑ 82%	95	41	↑ 57%
Commercial Structure Fires	4	2	↑ 50%	22	15	↑ 32%
Vehicle Fires	6	2	↑ 67%	39	28	↑ 28%
Brush Fires	14	6	↑ 57%	77	65	↑ 16%
Bumpster Fires	1	1	0%	11	33	↓ 67%
Other Fire	77	68	↑ 12%	536	551	↓ 3%
False Alarm Response	-	-	-	-	-	-
Hazardous Condition	5	19	↓ 74%	59	72	↓ 18%
B&LS	1	-	-	33	-	-
Other Resp/Admin	-	1	-	8	6	↑ 25%
<b>Total Incidents</b>	<b>800</b>	<b>628</b>	<b>↑ 22%</b>	<b>5474</b>	<b>5195</b>	<b>↑ 5%</b>

90th Percentile Times by Month		Dispatch		Turnout		Travel		Total Response	
		90th%	Comp%	90th%	Comp%	90th%	Comp%	90th%	Comp%
BENCHMARKS		1:30	90%	1:20	90%	5:00	90%	7:50	90%
ALL Incidents	800	1:11	86%	1:36	58%	7:16	88%	10:01	87%

### Headline Performance Measures

Structure Fires Confined	Fire Deaths per Population	Fire Injuries per Population
<b>0</b>	<b>0</b>	<b>0</b>
Percent	Fire Deaths	Fire Injuries
Performance Consistent	Performance Consistent	Performance Consistent

### Responsive & Sustainable Leadership

Fire Overtime	9-1-1 Overtime
<b>4,235</b> Overtime	<b>225</b> Overtime
Hours — full-time line personnel	Hours — full-time dispatch personnel
Total Regular Hours Worked 13,245.5	Total Regular Hours Worked 2,578

#### KFD

Total Monthly Calls: 800  
Total YTD: 5474

#### AMR

Total Monthly Calls: 137  
Total YTD: 991

#### SQUAD 2

Total Monthly Calls: 91  
Total YTD: 763

**"COMMITMENT to COMMUNITY"**



# Kingman FIRE DEPARTMENT

## City Manager Report August 2020



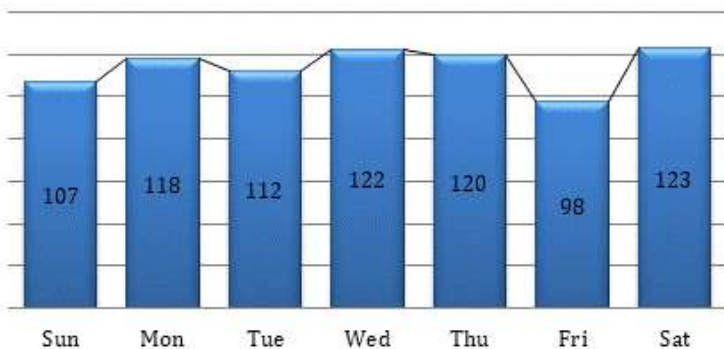
### OPERATIONS

#### TOTAL INCIDENTS BY DISTRICT

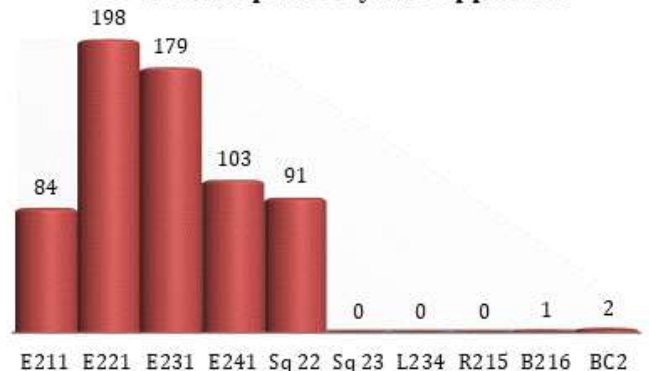
District	2020	2019	% Change	2020 YTD	2019 YTD	% Change
21	103	94	↑ 9%	678	642	↑ 5%
21A	-	-	-	2	2	0%
21B	5	-	-	27	-	-
21C	1	-	-	7	-	-
<b>TOTAL</b>	<b>109</b>	<b>94</b>	<b>↑ 14%</b>	<b>714</b>	<b>644</b>	<b>↑ 10%</b>
22	110	78	↑ 29%	710	564	↑ 21%
22A	161	117	↑ 27%	1023	880	↑ 14%
22B	25	27	↓ 7%	170	173	↓ 2%
22C	2	3	↓ 33%	13	12	↑ 8%
22D	5	4	↑ 20%	39	49	↓ 20%
<b>TOTAL</b>	<b>303</b>	<b>229</b>	<b>↑ 24%</b>	<b>1955</b>	<b>1678</b>	<b>↑ 14%</b>
23	179	172	↑ 4%	1188	1098	↑ 8%
23A	73	46	↑ 37%	528	440	↑ 17%
23B	1	-	-	5	2	↑ 60%
<b>TOTAL</b>	<b>253</b>	<b>218</b>	<b>↑ 14%</b>	<b>1721</b>	<b>1540</b>	<b>↑ 11%</b>
24	96	69	↑ 28%	735	560	↑ 24%
25	22	14	↑ 36%	153	108	↑ 29%
Out District	17	16	↑ 6%	196	93	↑ 53%
<b>Total</b>	<b>800</b>	<b>640</b>	<b>↑ 20%</b>	<b>5474</b>	<b>4623</b>	<b>↑ 165</b>

Property Value—Fire Incidents	2020	2019	% Change
<b>Total Fire Incidents Investigated</b>	<b>1</b>	<b>1</b>	<b>0%</b>
Fire Incidents Total	2	5	↓ 57%
Fire Incidents with Property Damage	2	2	0%
Total Dollar Value of Property	\$11,000	\$350,325	↓ 97%
Total Dollar Amount of Property Saved	\$0	\$349,400	-
Total Property Saved	0%	99.8%	-

Incidents by Day of Week



795 Total Responses by KFD Apparatus



**"COMMITMENT to COMMUNITY"**



# Kingman FIRE DEPARTMENT

## City Manager Report August 2020



### OPERATIONS

#### AUTOMATIC AID BREAKDOWN

Mutual Aid	Dept.	# Given	2020 YTD	2019 YTD	% YTD Change
Given	NACFD	17	185	104	↑ 44%

Fire Incidents by Category	# of Incidents	% All Incidents	2020 YTD	2019 YTD	YTD % Change
EMS	681	85%	4594	4384	↑ 5%
Fire	113	14%	780	733	↑ 6%
HazMat	5	1%	59	72	↓ 18%
Tech Rescue	1	0%	33	-	-
Other	-	0%	8	6	↑ 25%
<b>Total</b>	<b>800</b>	<b>100%</b>	<b>5474</b>	<b>5195</b>	<b>↑ 5%</b>

### EMS

#### 2020 EMS TOP 5 DETERMINANTS

CALL TYPE	2020	2019	Variance %	YTD
Pandemic—Charlie	68	-	-	264
Breathing Problem—Delta	27	36	↓ 25%	303
Psychiatric—Bravo	39	18	↑ 54%	212
Falls—Bravo	30	31	↓ 3%	243
Unconscious/Fainting—Delta	22	21	↑ 5%	155

### CARDIAC SURVIVABILITY : 8%

Public Access Defibrillator (AED)	3	AMR Only Responses	CALLS	% YTD	YTD
AED Available	3	EMS Response—KFD	681	15%	4594
AED Used	1	EMS Response—AMR	137	14%	991
AED ROSC	-	KFD & AMR total Responses: 818 KFD responded to 83%			
Attempted Resuscitations	6				
Cardiac Arrest with ROSC	1				
Non-traumatic Cardiac Arrest with ROSC	1				
Cardiac Arrest with Bystander CPR performed	-				
Cardiac Arrest Calls	8				
Cardiac Arrest - Cardiac Event	8				
Cardiac Arrest - Trauma Event	-				

#### STEMI Patients

2.4

Percent

% from total incident types

#### Cardiac Arrest Patients

14.3

Percent

% from total incident types

#### Stroke Patients

6.0

Percent

% from total incident types

Falls/Trauma

1

Stroke

1

STEMI

1

Sepsis

1

Cardiac Arrest

2

### EMS ALERTS

*"COMMITMENT to COMMUNITY"*



# Kingman FIRE DEPARTMENT

## City Manager Report August 2020



### EMS

#### CARDIAC EVENT, NOT WITNESSED

Group Total	12
Resuscitations Attempted	6
Pre-Arrival CPR	8 <b>ROSC</b>
Initial Rhythm	
Asystole	11 -
VF/VT	- -
Other Rhythm	1 -
ROSC for Group	1 -
ROSC % for Group	1 -

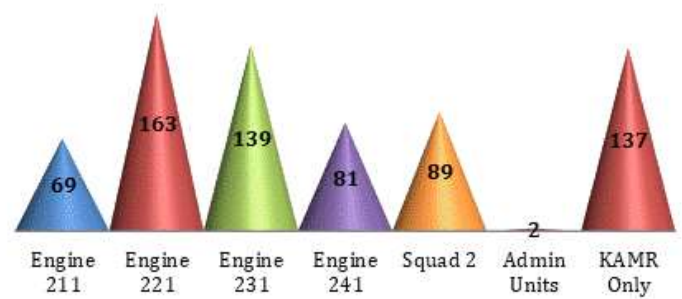
#### CARDIAC EVENT, WITNESSED

Group Total	-
Resuscitations Attempted	-
Pre-Arrival CPR	- <b>ROSC</b>
Initial Rhythm	
Asystole	- -
VF/VT	- -
Other Rhythm	- -
ROSC for Group	- -
ROSC % for Group	- -

#### CARDIAC EVENT, WITNESSED by EMS

Group Total	-
Resuscitations Attempted	-
Bystander CPR	- <b>ROSC</b>
Initial Rhythm	
Asystole	- -
VF/VT	- -
Other Rhythm	- -
ROSC for Group	- -
ROSC % for Group	- -

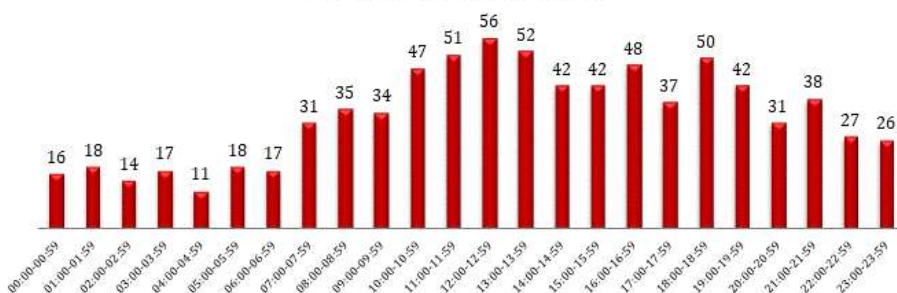
#### EMS Calls by Apparatus



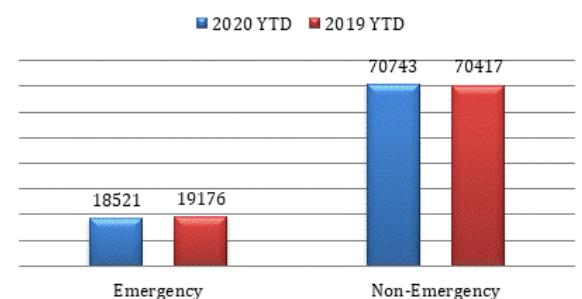
### COMMUNICATION CENTER

Communication Center Calls for Service by Agency	YEAR-TO-DATE		Police	Dispatch	EMS	Fire	B&LS	Haz Mat	Tech Rescue	Other	2020 Total	2019 Total
City of Kingman Police	23252	58.5%	3139	-	-	-	-	-	-	-	3139	3215
Kingman Dispatch	5703	14.3%	-	911	-	-	-	-	-	-	911	-
City of Kingman Fire	5474	13.8%	-	-	681	113	1	5	-	-	800	628
Northern Arizona Consolidated Fire	2987	7.5%	-	-	327	79	-	5	-	-	411	364
Golden Valley Fire	1570	3.9%	-	-	155	60	-	1	-	1	217	186
Lake Mohave Ranchos	577	1.5%	-	-	53	16	-	-	-	-	69	70
Pinion Pine Fire	187	0.5%	-	-	22	18	-	2	-	-	42	31
Pine Lake Fire	18	0.0%	-	-	4	4	-	-	-	-	8	3
<b>TOTAL</b>	<b>39768</b>	<b>100%</b>	<b>3139</b>	<b>911</b>	<b>1242</b>	<b>290</b>	<b>1</b>	<b>13</b>	<b>-</b>	<b>1</b>	<b>5597</b>	<b>4497</b>

#### Total Incidents by Alarm Hour



#### Telephony Breakdown



**"COMMITMENT to COMMUNITY"**





# Kingman FIRE DEPARTMENT

## City Manager Report August 2020



### COMMUNICATIONS CENTER

#### COMMUNICATIONS CENTER STANDARDS PERFORMANCE

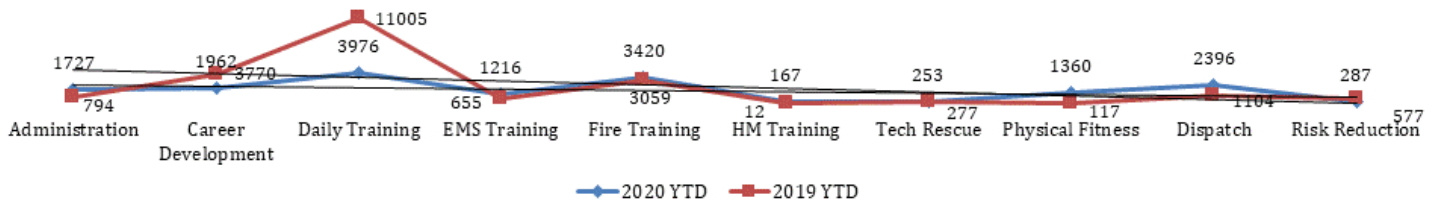
STANDARD	Incidents	Benchmark	Reliability	Baseline	Compliance %
9-1-1 Call Answering	2683	0:10	95%	0:10	94%
AGENCY	INCIDENTS	BENCHMARK		DISPATCH TIME	
Kingman Fire	800	1:30	90%	0:44	97%
Northern AZ Consolidated Fire	411	1:30	90%	0:51	97%
Golden Valley Fire	517	1:30	90%	0:59	95%
Lake Mohave Ranchos	69	1:30	90%	1:23	91%
Pinion Pine Fire	42	1:30	90%	1:13	92%
Pine Lake Fire	8	1:30	90%	1:43	80%
<b>TOTAL</b>	<b>1547</b>	<b>1:30</b>	<b>90%</b>	<b>0:52</b>	<b>97%</b>

### TRAINING

#### Training Hours

Training Type	Hours	% for Month	2020 YTD	2019 YTD	Variance %
Administration	221	12.8%	1727	795	↑ 54%
Career Development	207	12.0%	1962	3770	↓ 48%
Daily Training	268	15.5%	3976	11005	↓ 64%
EMS Training	125	7.2%	1216	655	↑ 46%
Fire Training	463	26.8%	3420	3059	↑ 11%
HM Training	12	0.7%	167	12	↑ 93%
Tech Rescue	44	2.5%	253	277	↓ 9%
Physical Fitness	201	11.6%	1360	117	↑ 91%
9-1-1 Communications	182	10.5%	2396	1104	↑ 54%
Risk Reduction	7	0.4%	287	577	↓ 50%
<b>Total</b>	<b>1730</b>	<b>100%</b>	<b>16763</b>	<b>21370</b>	<b>↓ 22%</b>

Total Training Hours



***"COMMITMENT to COMMUNITY"***



# Kingman FIRE DEPARTMENT

## City Manager Report August 2020



### COMMUNITY DEVELOPMENT

#### Community Risk Reduction (CRR) Activities

Activity	# of Activities	# of Attendees	2020 YTD	2019 YTD
Smoke Alarm Maintenance/Calls	3	7	37	36
Smoke Alarm New Install (each alarm)	1	2	12	47
Child Safety Seat Checks	3	5	9	57
Child Safety Seats - Issued NEW	1	2	23	42
Public Education Classes	-	-	19	112
Public Education Outreach	-	-	5	61
Explorer Program Training	-	-	45	7
Knox Box	3	6	16	25
Citizens Fire Academy Training	-	-	-	-
CERT Training	-	-	-	-
Station Tours	-	-	-	12
Burn Permit Inspections	-	-	4	0

#### CPR Certifications

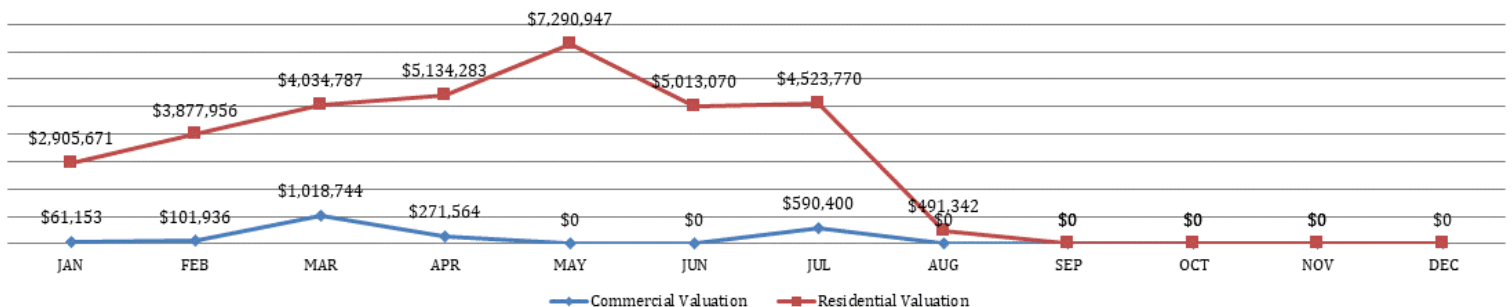
BLS	1	1	14	55
Heartsaver	1	1	70	75
AED	-	-	22	156
Friends & Family	2	2	8	52
Hands Only	-	-	22	374
Stop the Bleed	-	-	67	-
<b>Total</b>	<b>15</b>	<b>26</b>	<b>373</b>	<b>1111</b>

#### Trending Code Violations

Type	2020	Trending Code Violations
Fire	51	Electrical (9)
Building	57	Emergency Lighting (15)

Business License Inspections	# of Inspections	YTD
	58	359

Total Value of Commercial & Residential Permits Issued



***"COMMITMENT to COMMUNITY"***



# Kingman FIRE DEPARTMENT

## City Manager Report August 2020



### COMMUNITY DEVELOPMENT

#### New Permits Issued w/Valuation by Month

FY 2020	Commercial		Residential	
January	2	\$61,153	20	\$2,905,671
February	1	\$101,936	24	\$3,877,956
March	1	\$1,018,744	25	\$4,034,787
April	1	\$271,564	73	\$5,134,283
May	0	\$0	68	\$7,290,947
June	0	\$0	30	\$5,013,070
July	1	\$590,400	25	\$4,523,770
August	0	\$0	31	\$491,342
September				
October				
November				
December				
<b>Total</b>	<b>6</b>	<b>\$2,043,797</b>	<b>259</b>	<b>\$33,271,827</b>

#### Building Review Activities

Review Types	# of Reviews	YTD
Commercial Plans	2	8
Other Commercial Plans	31	79
Residential Plans	64	330
Other Residential Plans	66	269
Sign Review	9	33
Special Event Permit Review	-	29
Other Reviews	-	6
Building Safety Inspections	596	4552
Hydrant Activity (All)	221	1325
<b>Total</b>	<b>989</b>	<b>6631</b>

#### Commercial—New/Under Review Permits

⇒ Route 66 Stuff your Stuff 3645 E Andy Devine Avenue

#### Commercial Permits Issued

##### Under Construction

⇒ Mohave County Courthouse 401 Spring Street  
 ⇒ Mohave County Library 3269 N Burbank Street  
 ⇒ Canada Mart, 210 W Andy Devine Avenue  
 ⇒ Walker Svc Electric Garage 2540 Wickieup Avenue  
 ⇒ Culvers 1737 Airway Avenue

#### Commercial Permits Ready to Issue

⇒ Perkins 3123 Stockton Hill Road  
 ⇒ Rilibertos 3123 Stockton Hill Road  
 ⇒ Comfort Suites 1149 E Sunrise Avenue E  
 ⇒ Patel Restaurant 2931 Andy Devine Avenue  
 ⇒ Low Cost Spay & Neuter 1700 Maple Street

#### Commercial Permits Close-Out

⇒ None

#### Building & Life Safety Inspection Performance Compliance

Benchmark	FIRE: Scheduled Inspections Completed Same Day	BLDG: Scheduled Inspections Completed Same Day
90%	100%	100%

#### Commercial & Residential Plan Review Performance Compliance

Benchmark	Residential Review Complete within 5 Working Days	Commercial Review Complete within 14 Working Days
90%	85%	100%

#### Parcel & Subdivision Plan Review Performance Compliance

Benchmark	Parcel Plat Complete w/in 15 Working Days	Subdivision Complete w/in 15 Working Days
90%	100%	100%

***“COMMITMENT to COMMUNITY”***

IT—JOE CLOS

August 2020

www.cityofkingman.gov

## Visits

**31,358**

% of Total: 100.00% (31,358)

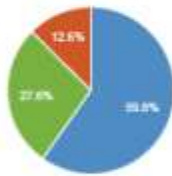


## Daily Visits

● Sessions



## Traffic Source

■ organic ■ direct ■ referral


## Type of Visitors

■ New Visitor ■ Returning Visitor


## Unique Visitors

**22,180**

% of Total: 100.00% (22,180)



## Popular Pages

Destination Page	Pageviews	Unique Pageviews
/	12,063	10,282
/government/departments/finance/utility-billing/utility-payment-options	4,726	3,739
/government/election-information	2,598	2,147
/government/departments/finance/utility-billing	1,972	1,406
/Home/Components/News/News/2090/255	1,493	1,369
/government/departments/parks-and-recreation	1,435	1,156
/government/departments-a-h/finance/utility-billing/self-service-portal-status/	1,350	717
/government/departments/policie-department	1,267	993
/government/advanced-components/covid-19-microsite	1,090	965
/government/advanced-components/list-detail-pages/rfp-posts-list	954	927

## Visits by Device

Device Category	Sessions	Bounce Rate
mobile	16,623	70.04%
desktop	13,791	55.33%
tablet	944	60.28%

## Pageviews

**63,391**

% of Total: 100.00% (63,391)



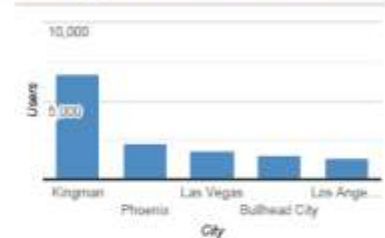
## Average Pages per Visit

**2.02**

Avg for View: 2.02 (0.00%)



## Your biggest traffic comes from



## Country/Territory

Country	Sessions
United States	30,372
Germany	258
India	80
Canada	62
Philippines	55
South Korea	52
United Kingdom	47
China	46
United Arab Emirates	31
(not set)	26



## Municipal Court

MONTHLY FINANCIAL REPORT			
CITY REVENUE		Criminal Justice Enhancement Fund—47%	5147.21
Abatement Fund	0.00	Child Passenger Restraint	6.01
Address Confidentiality Fund	10.73	DNA Surcharge & Forensics—3%	681.03
<b>Attorney's Fees</b>	1823.05	Drug Enhancement Acct (Fine)	33.95
Bond Forfeiture	1500.00	DUI Abatement Fund—\$250	352.22
Copy Fees/Court Costs	123.30	Extra DUI Assessment	0.00
	0.00	Domestic Violence Services Fund—\$50	214.48
Defensive Driving Diversion Fee-Local	1740.00	Fill the Gap—7%	738.63
Fines	10783.85	AZ Highways Fund	0.00
Jail Costs	2458.89	VCAF Victims Comp Fund	205.51
Jury Fees	0.00	Medical Services Enhancement Fund	1522.90
Miscellaneous Fees	0.00	2011 Additional Assessment—\$8	643.62
Overpayment Forfeiture	.01	POTE Peace Officer	134.00
Suspension Fee	796.17	Prison Construction and Operations Fund	2142.79
Warrant Fee	2705.31	Public Safety Equipment Fund	2547.75
<b>Total City Revenue</b>	<b>21941.31</b>	School Zone Assessment	0.00
Local JCEF TPF Acct	508.29	ZVRF Victim Rights Fund	341.53
Court Enhancement Fund	527.97	State Highway Work Zone	0.00
STATE REVENUE		Technical Registration Fund	0.00
Probation Surcharge—\$10	0.00	<b>State's JCEF TPF Acct</b>	950.43
Probation Surcharge—\$20	1697.63	<b>Victim's Rights Enforce Assess Fund</b>	161.16
Address Confidentiality Fund	203.75	FARE Special Collection Fund	1930.72
Arson Detection Reward Fund	0.00	FARE Delinquent Fee/ENHANCED FEE	1175.11
Clean Election Fund—10%	1258.77	<b>Total State Revenue</b>	<b>22089.20</b>

SUMMARY OVERVIEW – AUGUST 2020					
BOND SUMMARY		RESTITUTION SUMMARY		ADULT PROBATION FEE SUMMARY	
Prior Balance	5520.00	Prior Balance	550.00	Prior Balance	1186.13
Bonds Posted	3511.00	Payments made	1660.52	Payments made	1120.00
Bonds Forfeited	2020.00	Checks written	1610.52	Checks written	1186.13
Bonds Refunded	0.00	Balance in Restitution	600.00	Balance in Adult Prob Fees	1120.00
Balance in Bonds	7011.00				
REIMBURSEMENT			Cases Terminated	New Cases	Juveniles
Prior Balance	274.30	Civil Traffic	46	45	0
Payments made	700.08	Criminal Traffic	12	22	0
Checks written	700.08	Criminal Misdemeanor	73	75	0
Balance in Reimbursement	274.30	<b>Total</b>	<b>131</b>	<b>142</b>	<b>0</b>
Total Revenue	49026.55	Domestic Violence Cases	10		
Mohave County Jail Costs	12135.25				



## Municipal Court Continued

MUNICIPAL COURT MONTHLY STATISTICAL REPORT AUGUST 2020				
CRIMINAL TRAFFIC				
	D.U.I.	SERIOUS VIOLATIONS	ALL OTHER VIOLATIONS	TOTAL
Pending First of Month				
Filed				
Transferred In				
SUBTOTAL				
Transferred Out				
Other Terminations				
TOTAL TERMINATIONS				
Pending End of Month				
TRAFFIC FAILURE TO APPEAR				
Pending First of Month	Filed	Sub Total	Terminations	Pending EOM
Criminal Traffic/FTA Trials		Criminal Traffic/FTA Jury Trials		0
CIVIL TRAFFIC				
Pending First of Month	Filed	Sub Total	Default Judgement	Other Term
Total Terminations		Pending End of Month		
Civil Traffic Hearings Held in MONTH				

MISDEMEANOR				
	Misd Non Traffic	Failure to Appear Non-Traffic	TOTAL	
Pending First of				
Filed				
Transferred In				
SUBTOTAL				
Transferred Out				
Other Terminations				
TOTAL TERMINATIONS				
Pending End of Month				
Misdemeanor FTA Court Trials				
Misdemeanor FTA Jury Trials Held				
Misdemeanor/Criminal Traffic Initial Appearances				
DOMESTIC VIOLENCE/HARASSMENT PETITIONS				
	Filed	Issued	Denied	TOTAL TERM
Domestic Violence				
Harassment				
HEARINGS HELD TO REVOKE/MODIFY ORDER OF				
Order of Protection		Injunction Against Harassment		
SPECIAL PROCEEDINGS/ACTIVITIES				
Juvenile Hearings Held		Search Warrants Issued	0	
WARRANTS OUTSTANDING				
Traffic Warrants Outstanding		Criminal Warrants		
D.U.I.		MISDEMEANOR TOTAL		
Serious Violations				
All Other Violations				
TRAFFIC TOTAL				

## Parks & Recreation Department—Mike Meersman

### Recreation Division



The Recreation Division continues to work on the Fall Program with information to be released later this month. Our department plan is to move forward with Dance, Fitness, Youth & Adult Sports, Quilting, and several special events. The possibility of virtual classes and activities is still an option that is being explored.

**Dance:** Summer Dance started on the week of August 24th at Metcalfe Park. They will be moved indoors starting the week of September 8th. Fall Dance classes will run for 8 weeks with recital(s) on the week of October 19th. We lost a great deal of participants due to the outdoor venue, COVID-19 delay, and loss of Instructor. We still have a wonderful dance teacher who has resumed most of our classes. We currently have 29 students in 6 group classes and 6 solo/duet performances scheduled this season. COVID-19 resulted in \$8,955 in dance refunds and a reduction of 96 participants over a one week period. We will continue to revamp and restructure our dance program as each season approaches and recruit new participants and instructors to broaden our class interest.

**Fitness:** Fitness classes will resume the weekend of September 19th and/or 26th depending on specific programs.

**Sports:** Recreation Coordinator Ryan Fruhwirth has started towards the fall season of sports and began making contact with managers and facilitators for our Adult & Youth Volleyball and Adult Kickball programs. We will be offering our first Pickleball Tournament on September 12th on the Centennial Park Tennis Courts. There are two age groups in three divisions (Men's, Women's and Mixed Doubles). Centennial & Southside Sports Complexes continue to remain busy with Baseball and Softball Tournaments each weekend. We



are booked solid every weekend from now until mid-December with weekends already selected in January and February 2021. Interest is also being sought through December 2021 although we have delayed any future bookings past February until fees are evaluated. Kingman Softball Association will complete their Summer season on September 17th and plans have began for Fall. Leagues have been working on staying compliant with CDC guidelines. Kingman Youth Football & Cheer decided to cancel their 2020 season; Kingman Youth Soccer has not began their season, but is in a temporary delay until a decision is made; Rebels Youth Football is in operation at Southside Park and will be hosting games on Saturdays in the coming weeks.



**Special Events:** We are hoping to offer one more Drive-In movie in October. We are also in the process of planning for our annual Family Campout at Centennial Park, October 3rd & 4th. The department team members are also planning on providing an Outdoor Family Bingo & Ice Cream Night at Palo Christi on November 6th. Other fall events will include the Santa's Calling, Letters to Santa, Breakfast with Santa, Mrs. Clause's Workshop, Coloring Contests, and Polar Dip. All of our events

will be able to comply with social distancing and limits will not exceed 50 participants. The Andy Devine Days Parade has been cancelled due to COVID-19.



**Aquatics:** Both City pools are now closed to the public. All of KUSD and KAOL students along with Swim Neptune are utilizing Centennial Pool for swim team practices. We added a morning water aerobics fitness for the months of September and October that meets on Tuesdays and

Fridays. In October we will be holding a Lifeguard Instructor Training course which will allow others to teach new Lifeguards.

**Miscellaneous:** The department is currently trying to fill vacant positions for Office Attendant and for Park Ranger. Postings are now available.

EVENTS HEADED YOUR WAY	
Drive In Movie	October—TBD
Family Campout	October 3&4
Halloween Coloring Contest	October 12-21
Bingo & Ice Cream	November 6
Breakfast with Santa	December 5
Letter to Santa & Santa's Calling	December 1-20

Park Maintenance Division August 2020

For any maintenance related issues, please contact Parks Superintendent Jerry Sipe (928) 716 -1764

### Parks Maintenance:

We have completed 127 maintenance repair orders this month. The Parks Department utilized 0 hours of ADC Inmate labor this month due to COVID-19 and inmates are no longer leaving prison.



The Bridge at White Cliffs finally was tested and the water smoothly flowed through the culverts. However, there were a few areas that saw washout.

### Water Diversion Efforts



A small project on the upper trail bypass has started to make a more direct path for cyclists. A new, less steep entrance was created that will continue into the more direct path.

The path on the left side of the bridge entrance has been repaired and will soon be filled with rock.



Coming off of the main wagon wheel trail, a large channel to divert water into the wash was made, as well as, a smaller channel to the left to divert water around picnic area.



A large boulder was placed in front of the parking lot information sign entrance, along with additional rocks, and dirt was built up with a small channel dug to divert water away from this area.







New shade structure for Firefighters Memorial Park playground was delivered and unloaded by maintenance staff. Collaboration with Mohave County Fair Grounds granted Parks a location to safely unload and store material until installers arrive.



Friday 8/7/20 Grandview Pool was closed due to a water break.

Saturday 8/8/20 an irrigation main line that runs through Centennial Park Field 1 broke; maintenance team was able to fix and have ready for scheduled play.



The women's restroom at Centennial 4-Plex was closed for repairs. Portable toilets were stationed near restroom to accommodate park usage and tournaments. There was a leak coming up through the floor at entrance. Concrete floor cut and removed to repair and was replaced afterwards.

- Brackets removed from AV Van and side was painted for viewings to be unaffected by wind.
- Dead trees removed at MAGNET by maintenance staff.
- Camp Beale Springs had a new trash receptacle installed at trail-head, manufactured in house.
- Temporary outfield fencing was repaired for tournament use, damaged during COVID-19 closures.
- **Dead tree at Centennial Park's Ramada 2 removed.**
- Centennial and Grandview Pools closed August 16th.
- Retaining wall at Lewis Kingman started to separate because of tree root. Tree root removed and wall repaired.





## Adopt-A-Park

The first two organizations (Route 66 Rotary Club & Kingman Young Marines/Marine Corps League #887) have started their adoptions of Metcalfe Park and Veterans Memorial Park.

There are five more applications in progress from the following organizations: Kingman Rotary Club, Kingman Main Street, Sidewinder Painting LLC, Mohave Libertarian Party, and Battlecry Designs/A Warriors Battle (non-profit).

These organizations are in the process of adopting Walleck Ranch Park, White Cliffs Wagon Trails, Hubbs Neighborhood Park, Mohave Neighborhood Park, and Firefighters Memorial Park.



Parks	Month		Totals per Year
	July	Aug	
Canyon Shadows	\$1,000.00		\$1,000.00
Cecil Davis			\$0.00
Centennial	\$400.00	\$300.00	\$700.00
Firefighters	\$100.00		\$100.00
Fire Stations 2 & 3			\$0.00
Hubs			\$0.00
Lewis-Kingman			\$0.00
Locomotive		\$200.00	\$200.00
Mohave			\$0.00
Mohave Wash Trail			\$0.00
Monsoon			\$0.00
Pawnee			\$0.00
Southside			\$0.00
Walleck Ranch/Willow's Dog Park			\$0.00
White cliffs wagon wheels			\$0.00
Route 66 Walkpath			\$0.00
<b>Total per month</b>	<b>\$1,500.00</b>	<b>\$500.00</b>	<b>\$2,000.00</b>
<b>Total per Year</b>	<b>\$2,000.00</b>		

## Vandalism

- Graffiti on rock across bridge at White Cliffs.
- Both restrooms behind office at Centennial had hand prints and smear marks using hair dye.
- Route 66 rocks at Locomotive rearranged, fixed.
- Centennial Park paper towel dispensers routinely vandalized after hours.
- **Portable toilet door at Willow's Dog Park tore off.**
- Blue light strands at Locomotive under train cut into numerous pieces, power cord damaged as well.





- July was 2 degrees hotter from last year and 5 degrees above the historical average, even with the high temps, we were up 31% in rounds.
- The Two for \$66 Special is doing pretty well, increasing play in that mid-day window where we are generally slower with the heat.
- Registration for the Mohave County Amateur opened on August 1st and getting good feedback on our social media post.
- Registration continues for Fall Junior Program which will run September 18th through October 30th on Fridays. One age group is currently full with kids that did not participate in the Summer Program. The remaining three age groups will likely fill with a combination of new kids and Summer participants.
- Our attempt for Friday afternoon City League did not work, averaging only three players when conducted every other week. We tried a Friday morning and that did not work either.

CERBAT CLIFFS GOLF COURSE	
MONTH—ACTIVITY August 2020	
Number Nine-Hole Rounds	1412
Number 18-Hole Rounds	2311
Number Golf Lessons	5
Greens Fee Revenue Total	\$57,856
Annual Passes	\$16,446
Daily Green Fees	\$41,410
Motor Cart Revenue Total	\$38,688
Private Cart Trail Fees	\$4,675
Daily Cart Rental	\$34,013
Driving Range Revenue	\$4,825
Total Hours Ranger Activities	170
Total Beverage Cart Hours	0
Number of Tournaments	0
Total Tournament Participation	0
Gift Card	4
Specials	76
GolfNow	13
Disc Golf	24
Pro Shop Retail	\$7,000
Golf Grill Sales	\$2,1218

- **Men's Club hosted a Two-Man Best Ball Tournament** Saturday, August 8<sup>th</sup>. Great turnout with 52 players.
- **We've been experiencing several issues with the POS and Credit Card Systems** in the Clubhouse. IT, ForeUp and World Pay are all working to resolve the issues.
- County League had 40 players this week (8/14), best turnout over the last two seasons. Their last league day for this season is August 27<sup>th</sup>.
- August 16<sup>th</sup>, booked two additional events, Havasu Elks for 40 players on 9/14 and Soroptimist Club for 64 players on 10/24.
- Opening time for the Pro Shop will change to 6:00am on September 1st, first tee time at 6:15. Closing time will remain at 6:00pm.
- Mid way through the month, we are well ahead of last August despite the higher than normal temperatures and the cancellation of the KFD Tournament due to COVID-19.
- County League dropped off severely this week with only 12 players compared to 40 last week. Belief is that it has to do with the format that is chosen by their coordinator. This coming Thursday is their final round for the 2020 season and we anticipate a strong turnout.
- We will perhaps attempt a floating schedule for City League, allowing participants to play at their leisure during the week.
- EZLinks will confirm the dates 8/31 for the system installation and training. We have requested the week of 12/7 or 12/14.
- County League finished their season off with 33 participants .

Due to COVID-19, all of the High School Golf Programs were delayed in their start; Lee Williams will be hosting their first matches the week of 8/31.



Since the last report, Golf Course Maintenance has utilized zero inmate hours. The golf course lost their inmates on 03/16/2020 due to COVID-19 and hasn't gotten them back.

During the month of August, the golf course received a little over an inch of rain along with some hail in less than half an hour out of an area storm. This led to some pretty good flooding across the course and some significant wind damage to the course trees. The most significant being the loss of a willow tree on hole #14. Most of the damage was cleaned up in the following days due to extra efforts put forth by the maintenance crew.



Receiving rain in these types of amounts can lead to several challenging issues across the golf course. More often than not, items such as debris, weeds, weed seeds, and unwanted organisms can be introduced to the golf course turf. These unwanted pests can be difficult to eradicate until they show up, usually appearing some time at a later date when it's somewhat unexpected.

Heavy rains also brings on a rush of flourishment to the grass deeming it difficult to keep up on mowing at times. Extra effort to keep up with mowing takes us away from other items needing to be addressed across the golf course.

Along with rain and hail, the thunderstorm season also brings to us high humidity, which can be helpful to the course in the sense that the irrigation cycles can be cut back significantly. The downside to the humidity is the risk it brings to the course of contracting diseases. A few minor spots were noticed in different micro climates that appeared to be fungus driven late in the month.

Fungicide applications, additional water reduction, and growth regulators were all introduced almost immediately to keep any unwanted fungus from spreading as much as possible. Additional fungicide application will continue moving forward until we steer clear of the fungus risk.

The golf course bunkers are getting back into shape with the addition of our newest team member. With this addition, this allows us the added manpower to rake them out more than just a couple times a week keeping them in better shape for our players. Unwanted weeds and grass are also being removed while raking.

Time was designated late in the month to using our slit seeder for touching up some weak areas and areas that were hit by fungus with a seed combination designed to help grow in each weak area.

Herbicide applications are also being focused on a bit heavier due to the rains encouraging weed growth all across the course and around its property lines.

## Public Works—Rob Owen

FLEET MAINTENANCE-AUGUST/2020	
gallons of unleaded gas	Cost of \$
gallons of diesel fuel	Cost of \$
<p>Public Works congratulates to James Clemens, for up coming retirement 09/18/2020</p> <p>The construction of the fuel island is complete, the programmers are still working out some Issues.</p> <p>Training completed; Excelling as a Highly Effective Team Leader.</p> <p>Vehicle / equipment down</p> <p>2991-18 fire truck, a/c parts needed– parts being made by red dot a/c company. Shipping date of 09/26/2020.</p> <p>3377-02 Kubota tractor, taking bid's.</p> <p>1167-14 Chevy Tahoe, motor replacement estimated completion date 09/04/2020</p> <p>1169-14 Ford Explorer, motor replacement, parts in, waiting for completion of 1167</p> <p>1166-14 Chevy Tahoe, back from body shop, waiting for decal's</p> <p>3317-03 International dump truck, lift ram out and being rebuilt.</p> <p>9903-06 Peterbilt trash truck, engine high oil consumption, taking bid's for engine.</p> <p>107 Work orders requested, with a total of 282 line items completed.</p>	

SANITATION—AUGUST 2020	
	Cost of \$71,073.06
New 90-gallon residential containers	31
Old, damaged, missing or found containers repaired or replaced	99
Steel containers delivered for customer clean-up	3
1) Extra steel containers emptied and 2) Containers retrieved	1) 60 and 2) 4
1) Regular extra trash hauls 2) Abatement orders	1) 194 2) 17

## BUILDING MAINTENANCE-2020

### MONTH OF SEPTEMBER

<p><i>Current estimate of total square feet of building space maintained.</i></p> <p><b>Building Sq' audit continues as time allows a revised estimate of total building sq footage that the City of Kingman has listed as assets will be provided when complete.</b></p>	<p>144,705</p>
<p>1 building maintenance position resignation, backfill with prior applicant that is currently working thru a temp agency</p>	<p>85,547 by City, 6,000 cleaned by agreement with occupant , and 20,000 cleaned by contractor.</p>
<p>4 projects have been identified and submitted to Gordian, 1st Site visit completed, 8/19/20</p> <p>Projects include PW Bay enclosure, Magnet Bldg repairs, EOC remodel, Complex utility billing clear barriers design and install.</p> <p>Paint PW A bldg. doors and Fuel island connex storage bldg.</p> <p>HVAC, Service and maintenance consume the balance of available staff time to insure a comfortable work environment.</p>	<p>NOTE:</p> <p>HVAC systems as a whole are largely outdated and in need of a full review.</p>
<p><i>Work requests consisted of a high number of Sanitizing (Covid- 19) consumables, i.e. wipes sprays etc. as well HVAC service due to recent rise in temperatures.</i></p>	<p>Building Maintenance staff <u>re-sponded to 69 work orders</u> for the month of June 2020, The Building Maintenance Technicians continuing to work on projects a time allows.</p>
<p>Vehicle availability has improved with the arrival of two additional utility vans that will primarily be used for building maintenance/Custodial. Vehicle inventory sheets are now in place and submitted every Friday.</p>	
<p style="text-align: center;"><b>Quinn Taylor</b></p> <p>Closed work orders this Week (69 items) Generated on Aug 31, 2020 @ 12:17 pm</p>	

STREETS—MAY/2020	
Square yards of asphalt	4.3 Million
Miles of unpaved roads	19.5
Street lights	900
Traffic signals	24

**Available Manpower:**

- (1) Maintenance Operation Supervisor
- (1) Crew Leader
- (1) Operator A (Signing and Striping Technician)
- (5) Operator A (General Maintenance Crew)
- (1) Operator B (General Maintenance Crew)
- (1) City Electrician II (Signal Technician)
- (1) City Electrician I (signal Technician) ( currently unfilled)

**Street Department Activities:**

- The month of August consisted of grading, sweeping, and asphalt patching ,traffic Signal/Lighting maintenance and repairs
- Crews have worked on chemical and manual weed abatement throughout the month. 1 temp crews and city staff have worked throughout town, including the traffic interchanges, for chemical applications.
- Streets completed multiple closures for emergency waterline repairs both during regular hours and after.
- Pothole patching and water repair patching have been ongoing throughout the month.
- Asphalt crews installed approximately 10 tons of asphalt for utility patching
- Signal Tech. (City Electrician ) installed Approximately 60 new LED street lights.

## HILLTOP WWTP



## DOWNTOWN WWTP



## WASTEWATER—AUGUST 2020

## Wastewater Treatment—Personnel 10/ Vacant 2

## Staff at Hilltop Facility

- Treated approximately 56.072 million gallons of influent on intake and discharged approximately 54.601 million gallons of “B+” effluent
- Composted approximately 370 cubic yards of bio-solids in preparation for land application
- Completed all oil changes and general monthly maintenance on associated equipment .
- Completed all monthly NPDES and APP sample collection and submitted all monthly sample collection & regulatory reporting to ADEQ.
- .
- Staff responded to a number of emergency call-outs.

## Staff at Downtown Facility

- Treated approximately 8.018 million gallons of influent on intake and discharged approximately 7.568 million gallons of “A+” effluent
- Completed all annual, semi-annual, quarterly, & monthly NPDES and APP sample collection & ADEQ reporting.
- Dewatered approximately 26 cubic yards of bio solids & transported to Hilltop for composting.
- Completed cleaning, general maintenance and troubleshooting -various pumps

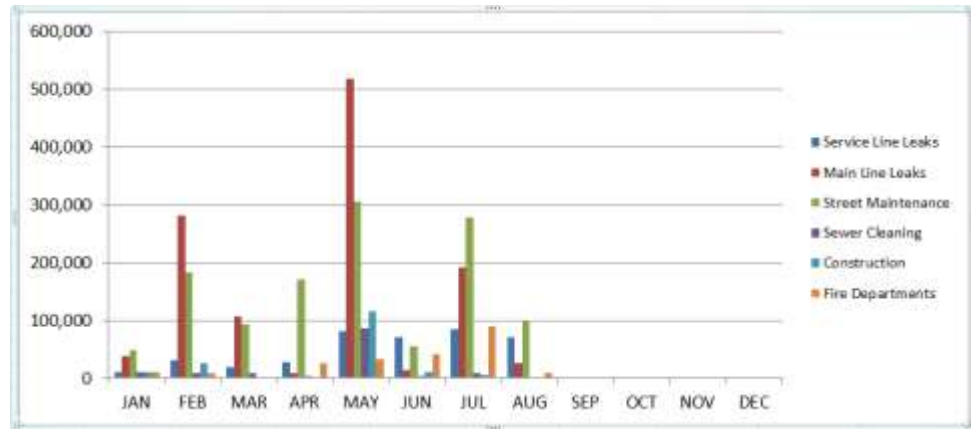
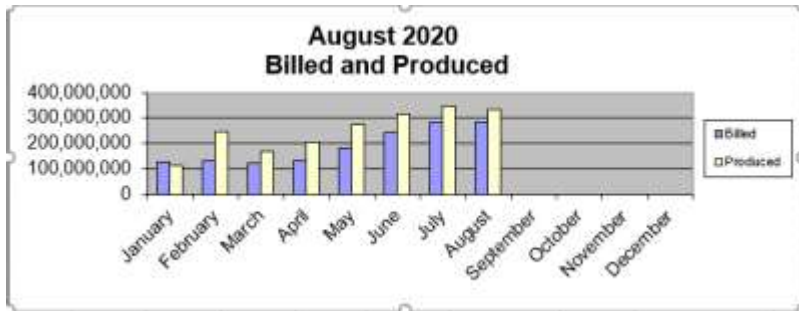
## Wastewater Collections—Personnel 3, (1 )unfilled

## Wastewater Collection crews:

- Completed 4,700' CCTV inspections of 6, & 8-inch wastewater conveyance lines—identifying areas requiring hydro jet cleaning, mechanical root removal, potential repair, areas of inflow and infiltration or any other general maintenance associated with corresponding infrastructure
- City Collections Team completed hydro-jet cleaning of approximately 1,500 linear feet of conveyance mains using approximately 750 gallons of water.
- Responded to and assisted with multiple calls for service—none of which were caused by deficiencies to City infrastructure
- Wastewater Collections Staff assignments have been predominately assisting water operations staff to assist in leak mitigation.
- Wastewater Staff assisted with a number of after hours water leak call-out repairs
- Responded to & assisted multiple customers with lateral locates, etc.
- Assisted Wastewater Treatment Staff at both facilities due to employee shortages.
- Assist with various water and wastewater rehab projects through out the City.

## Wastewater Pre-Treatment - Personnel 1.5.

- Maintain pre-treatment compliance by evaluating potential SIU/CIU's.
- Pretreatment staff briefed new businesses for compliance with the Municipal Utilities Regulations for Fats, Oil and Grease. Staff conducted inspections at facilities for compliance with the Pretreatment Ordinance.
- Follow-up on complaints & potential discharge violations, update SIU analytical spread sheet.
- Completed the quarterly sampling for the pretreatment portion of the NPDES permits.
- Preparing, (ongoing), Annual Pre-Treatment Report.
- Reviewing SIU Data with Patti Trahern.
- Updating Trak-it industrial user data logs



## WATER — AUGUST 2020

### Certified Water Operators:

- \* Produced 333,401,940 gallons of water from the various groundwater wells throughout the City.
- \* Billed 281,215,990 gallons of water.
- \* Completed all Arizona Department of Environmental Quality regulatory sampling and reporting as per The Clean Water Act.
- \* Performed Operations and Maintenance on the wells, booster stations, and Chlorination Systems.

### Distribution Operations:

- \* Staff repaired 595 square feet of asphalt and concrete from water leaks.
- \* Blue Stake performed 309 locates.

### Water Service Operators:

- \* Staff read 22,130 Residential and Commercial meters and respond to over a 1000 customer assisted calls every month.

### Gallons of Water used and/or loss for daily operations by Public Works Operators:

- \* Water Crews Service Line leaks, approximate 71,600 gallons loss
- \* Water Crews Main Line leaks, approximate 25,200 gallons loss
- \* Streets Maintenance Department used 100,550 gallons
- \* Wastewater Collections crew used 750 gallons
- \* Combined Fire Departments used 8900 gallons

## KART—AUGUST 2020

MONTH  
REVENUE

- Fare Box Revenue—\$0
- Coupon/Pass Revenue—\$500
- Total Monthly Revenue—\$500

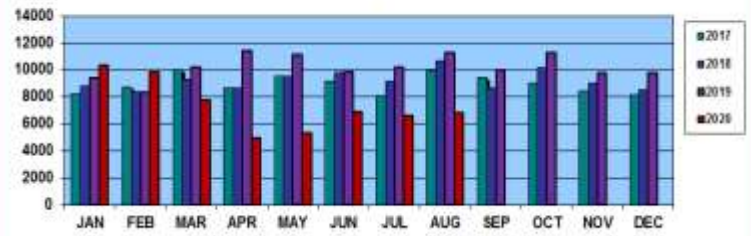
MONTH  
RIDERSHIP

- Service hours— 1,036
- Service miles— 13,593
- Total passenger trips— 6,843  
(-39% as compared to August 2019)
- Curb-to-Curb trips—176 (3% of total)



## Kingman Area Regional Transit

Monthly Ridership Comparison



## PROJECTS—AUGUST 2020

**Sign Inventory System Project**—The Final data set was sent for City review. There were multiple issues that need to be resolved. The data collection staff will be back in town collecting more data and resolving the issues. ADOT is administering this.

**Injection Well Design**— A proposal was received from Hazen and Sawyer for a change order to re-design the well. The City team will meet with them to negotiate the proposal before proceeding to Council for approval.

**Stockton Hill Rd. Safety Corridor**— The Construction bids came in higher than the budgeted amount. City team is working with ADOT to reduce scope, or other alternatives to readvertise. This project is being administered by ADOT.

**Reclaimed Irrigation DCR**— 3 alternatives were sent to City team for review. Pipe sizing, pump sizing, storage tank sizing and location as well as the alignments will all be evaluated .

**Downtown Sewer Outfall Main**— 60 Percent plans are expected in October. Decisions to determine type of pipe material for the force main, location of sewer connection to 3 locations, and a redesign of one lift stations have all been resolved.

**Downtown Infrastructure Design Project**— Design Concepts have been approved by City team. A project website has been established. A Stakeholder and Public meetings will be scheduled next. .

**Waterline Replacement Projects**

Waiting on ADEQ for completion certificate so the projects can be put into service and completed.

**KART Transit Study Project**

Kittelson has created a website for public comment and suggestions regarding KART routes. They are having a drawing for \$25 gift certificates for public comments filled out online. Kittelson continues to work with county, tribal and Kingman local business-

**Risk and Resiliency Assessment and Emergency Response Plan**

Emergency Response Plan is currently being created. Risk and

**Six Segment Safety Improvements HSIP Project**—This project has been initiated and TRACS numbers and ADOT project numbers have been assigned. A JPA should be forthcoming. The project is programmed for fiscal years 21 -22 for some safety improvement projects on the following streets. On Beale Street, for traffic calming/curb bulbouts, at 3 intersections (3rd, 4th, 5th Streets) Adding speed feedback signs on these streets that either have a fatal crash or several serious injury crashes Stockton Hill Rd, Airway to Jagerson, Beale St, Grandview to 10th St, Hualapai Mountain Road, Virginia Ave to east of Seneca, Airway Ave, Western to Rt. 66, Gordon Dr, Shadow to Bank, Beverly Ave, Fairfax to Western

Project cost estimate is \$444,000 with a \$15,574 local match.

**Sacramento Valley Basin Well Siting Study**-A Draft of the report has been received and is being reviewed by the City team.

**Water Loss Audit** — Cavanaugh & Associates held 2 meetings with the team last month to layout the “plan” and to go over the M36 methodology and process of determining the non-revenue water loss calculations. The water department is working closely with Cavanaugh to ensure the data they need is available to them. The outcome of this process will be to help the CoK better identify non-revenue water loss, design and manage conservation goals, and leverage the M36 tool for leakage calculations.



## Planning & Economic Development Department, Tourism Division — Josh Noble

### August 2020 Advertising & Marketing

#### Arizona Office of Tourism Marketing Cooperative

- 8-10: Staff attended AOT Rural Marketing Coop Webinar, program launched

### August 2020 Media Assistance & Updates

- 8-12: Assisted UK Film Production Company with film shoot in Kingman area Sept/Oct
- 8-14: Josh interviewed on American Road Trip Talk at 1150am KKNW Seattle, WA, a podcast of the program has been published and can be found on multiple podcast platforms

### August 2020 Projects & Activities

- Aug 2020 issue of Ranch News ran story titled “Sweet Home Arizona: 6 hot spots to keep your cool”, which included information on Hualapai Mountain Mark
- 8-14: Mural unveiling for the “Wish You Were Here” mural at the Powerhouse
- 8-18: Drive Thru Shield project review meeting with Community Development
- 8-24: CPR/AED training completed for Visitor Center Coordinator and Main Street Intern
- 8-25: First Hownd presentation with representatives
- 8-25: Launched first Facebook Marketing Grant Campaign with Route 66 Asso. Of AZ
- 8-25: Discover Downtown Kingman video released on Facebook
- 8-25: Staff attended Chamber Board Meeting to discuss Shop Local Program partnership
- 8-27: Staff attended Mohave County Regional Tourism Meeting held in Topock

## Planning &amp; Economic Development Department, Tourism Division — Josh Noble

## August 2020 Monthly

Tourism Div Statistics	Aug-20	Aug-19	FYΔ	Aug-18	2FYΔ	FYTD	FY/FYΔ	FY/2FYΔ
Visitor Center Walk-ins:	2,714	26,151	-89.6%	18,498	-85.3%	5,647	-89.6%	-84.6%
Bus & Group Visits:	3	187	-98.4%	125	-97.6%	9	-97.3%	-94.0%
Gift Shop Sales:	\$6,584	\$26,801	-75.4%	\$24,106	-72.7%	\$14,040.01	-74.0%	-69.6%
Visitor Packets Mailed:†	449	1,311	-65.8%	1,280	-64.9%	6,201	-52.8%	-51.0%
Website Visitor Sessions:	7,631	16,154	-52.8%	15,271	-50.0%	17,618	-50.1%	-42.4%
Guest Book US:	513	765	-32.9%	888	-42.2%	Top States:	Top Countries:	
US Party Size:	2.7	2.5	8.0%	2.4	12.5%	1. CA	1. Phillippines	
GB International:	8	1,488	-99.5%	1,695	-99.5%	2. AZ	2. Mexico/ France	
International Party Size:	2.7	3.1	-12.9%	3.0	-10.0%	3. NV		

† Visitor Packet totals are for the calendar year. Due to unprecedented demand, mailings and reportings have been delayed.

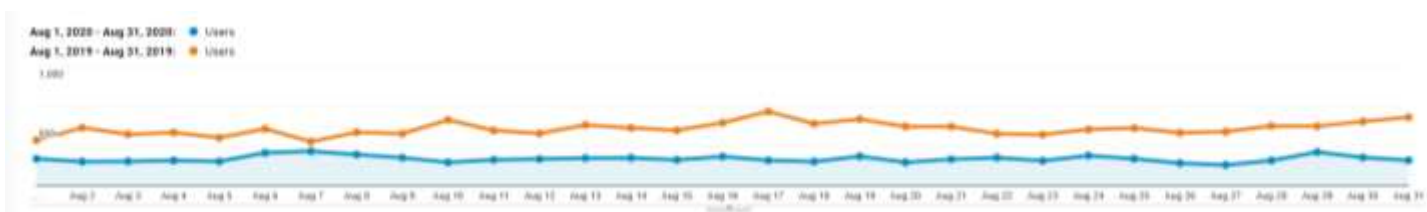
## August 2020 Leads

## Leads Fulfilled by lead sources

- GoKingman.com information requests: 12
- GoArizona.com leads: none
- Grand Circle Association leads: none
- MyGrandCanyonPark.com leads: 436
- Arizona Office of Tourism: none
- Call-Ins and Mail: 1

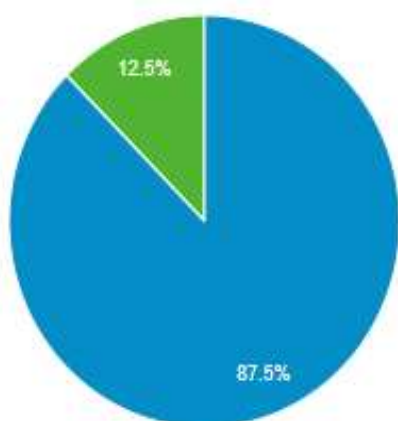
\*3 pcs returned as undelivered in August (includes returns from previous months that were received)

## Planning &amp; Economic Development Department, Tourism Division — Josh Noble

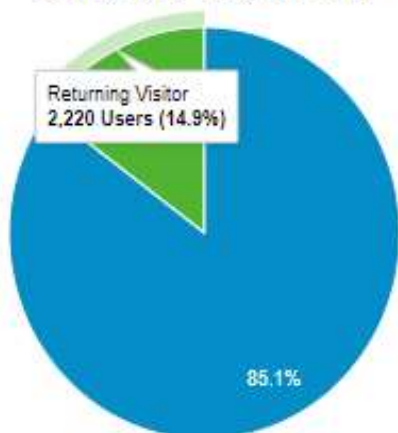


■ New Visitor ■ Returning Visitor

Aug 1, 2020 - Aug 31, 2020

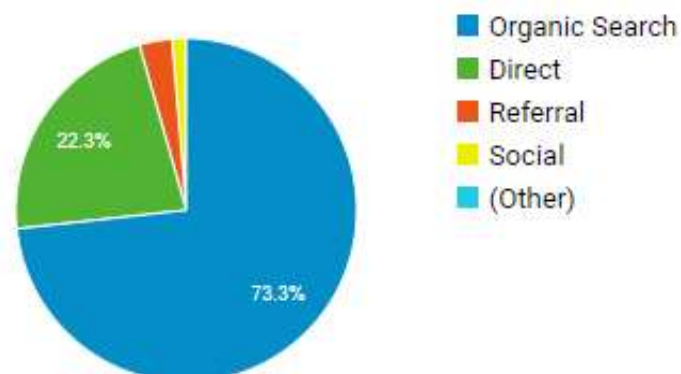


Aug 1, 2019 - Aug 31, 2019



### Top Channels

Aug 1, 2020 - Aug 31, 2020



Aug 1, 2019 - Aug 31, 2019

